

How to Import and Format TXT Data Files Using EXCEL


Certified Small Business and Disabled Veterans Business Enterprise Lists - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.pd.dgs.ca.gov/smbus/sbdvbelist.htm> Go

Links All My Pages Citrix CMS DGS T51 HTML Codes Intranet IT Homepage Keyword NAICS Online App PROD Online App TEST OSD5

Contact Us



The TXT version is a **daily** list that you can view and/or print. The TXT are plain text files (comma delimited).

The format of the TXT files allow you to manipulate the data to customize your own listings using a data tool such as Microsoft Excel or Access. Fields include: OSDC Reference (REF) Number, Firm Name, Address, City, State, Zip Code, County, Phone Number, Fax, Email, Home Page, Cert Start Date, Cert End Date, Standard Industrial Classification (SIC) Codes descriptions.

To save a TXT file: Right click on one of the categories, then click on "Save Target As..." Follow the prompts and save the file to the storage of your choice.

Small Businesses:

- [Commodities](#)
- [Construction](#)
- [Services](#)
- [All Categories](#)

Disabled Veteran Business Enterprises:

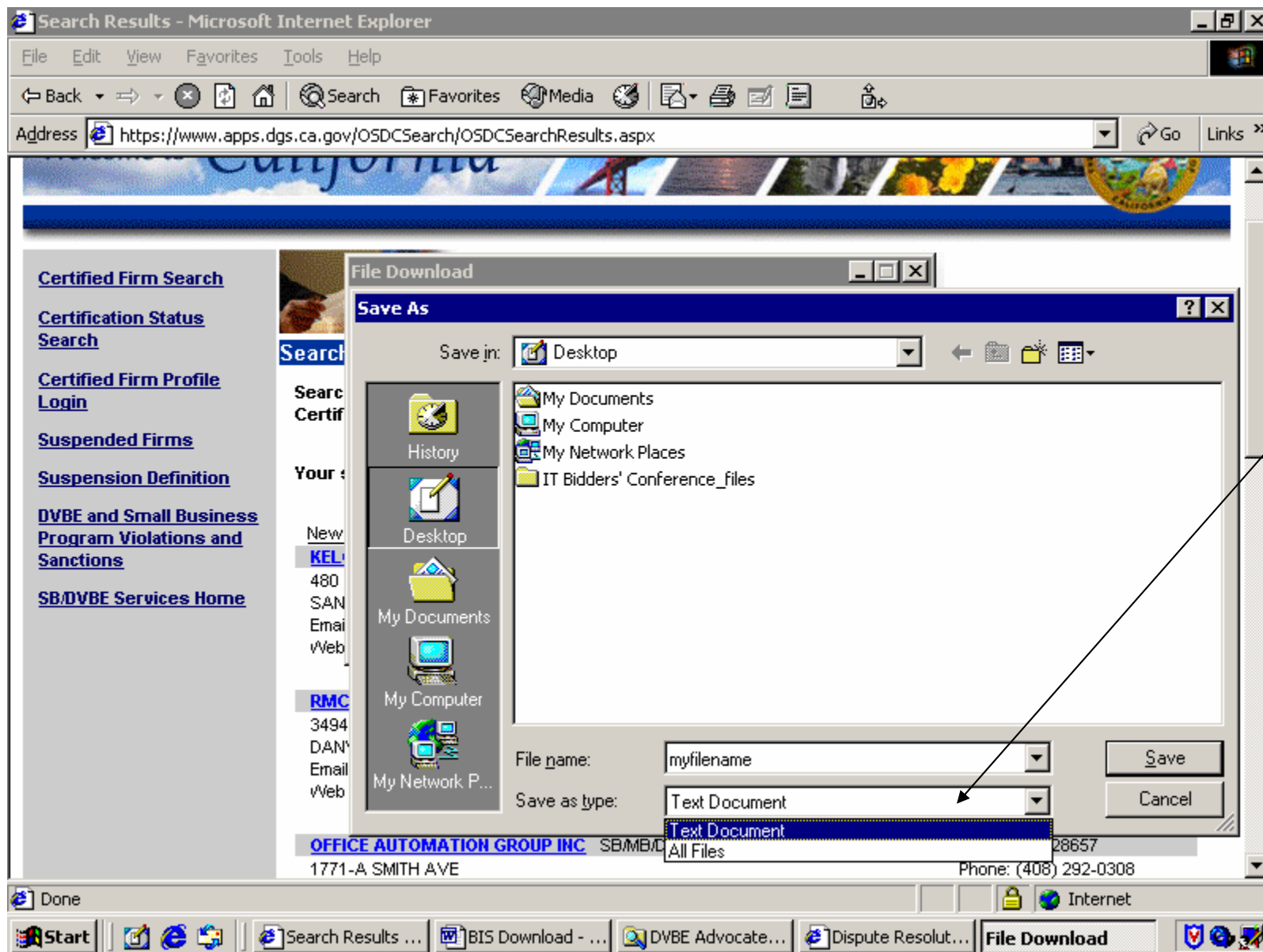
- [Commodities](#)
- [Construction](#)
- [Services](#)
- [All Categories](#)

Both Small and Disabled Veteran Businesses:

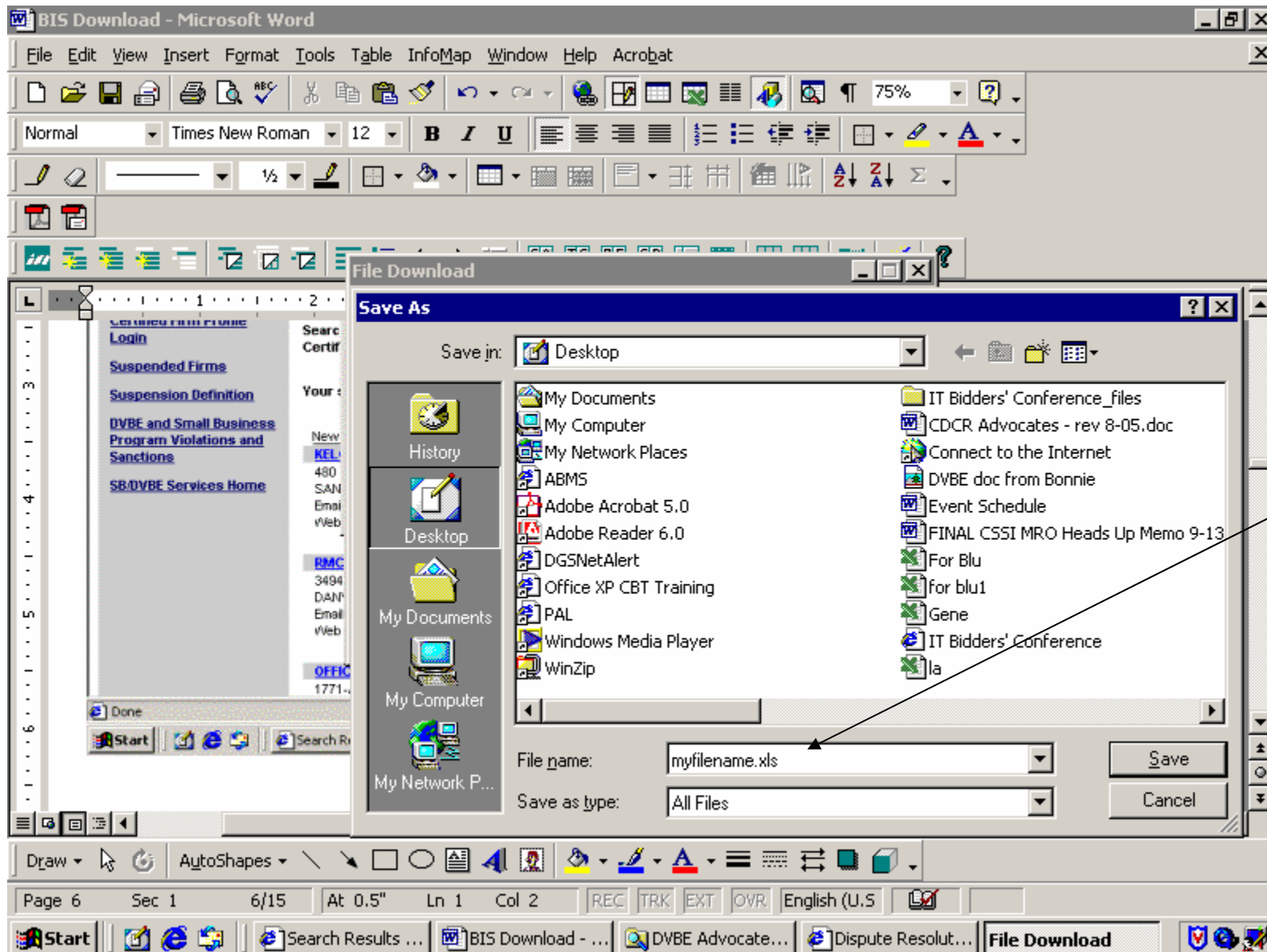
- [All Categories](#)

Need Help? [Contact Us](#)

Right click on any of the category links and click on "Save Target As..."



Change the file type as "All Files"



Add the extension for excel to the file name ".xls"

NOTE: Whatever name you use just add ".xls" to the end of the file name.

And click on "Save"

Search Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://www.apps.dgs.ca.gov/OSDCSearch/OSDCSearchResults.aspx> Go Links

Certified Firm Search
Certification Status Search
Certified Firm Profile Login
Suspended Firms
Suspension Definition
DVBE and Small Business Program Violations and Sanctions
SB/DVBE Services Home

Download complete

Download Complete

Saved:
myfilename.txt from www.apps.dgs.ca.gov

Downloaded: 14.2 KB in 1 sec
Download to: C:\Documents and S...\myfilename.xls
Transfer rate: 14.2 KB/Sec

☐ Close this dialog box when download completes

Open Open Folder Close

RMC MARKETING DVBE
3494 CAMINO TASSAJARA PMB 316
DANVILLE, CA 94506
Email: rmcent@aol.com
Web Page:

OSDC Ref# 25527
Phone: (415) 896-2465
FAX: (415) 896-6435

OFFICE AUTOMATION GROUP INC SBMB/DVBE
1771-A SMITH AVE

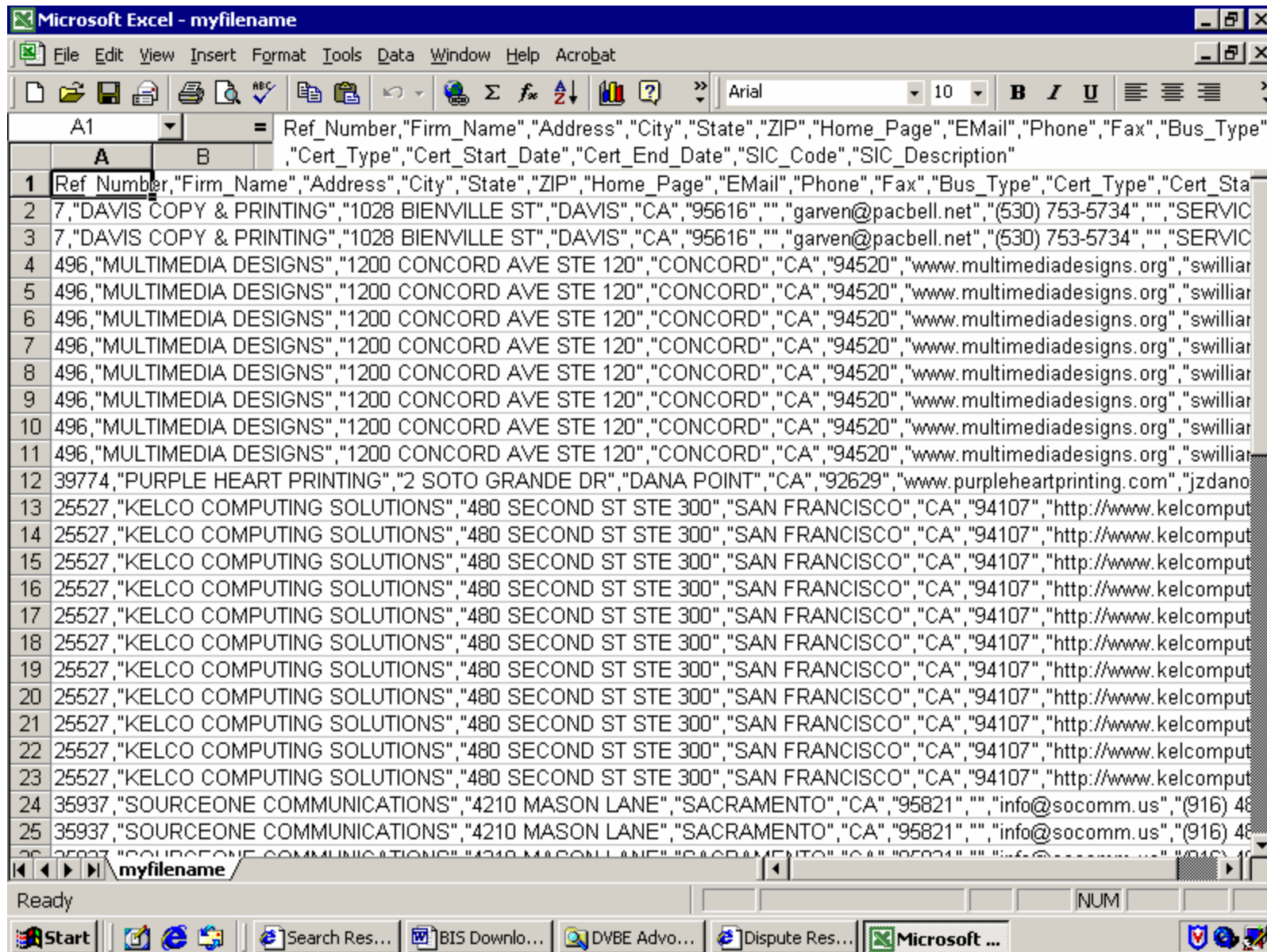
OSDC Ref# 28805
Phone: (925) 820-1401
FAX: (707) 598-3969

OSDC Ref# 28657
Phone: (408) 292-0308

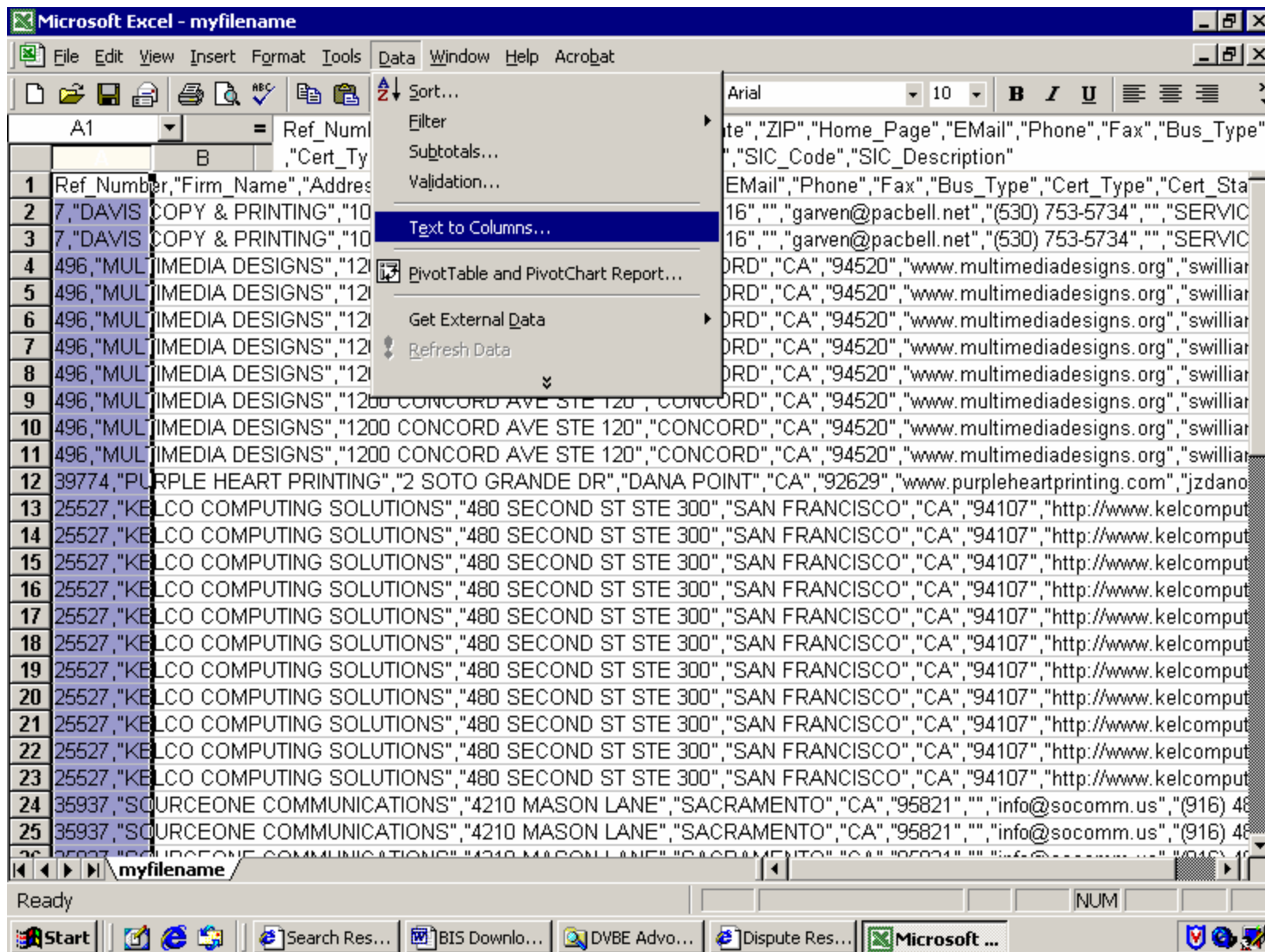
Done

Start Search Res... BIS Downlo... DVBE Advo... Dispute Res... Download co...

You will receive
this message.
Click on "Open"



You'll open the excel spreadsheet.



Highlight the first row, go to "Data on your toolbar and select "Text to Columns""

Microsoft Excel - myfilename

File Edit View Insert Format Tools Data Window Help Acrobat

A1 = Ref_Number,"Firm_Name","Address","City","State","ZIP","Home_Page","E-Mail","Phone","Fax","Bus_Type"
 "Cert_Type","Cert_Start_Date","Cert_End_Date","SIC_Code","SIC_Description"

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
 If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.
☐ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	Ref_Number,"Firm_Name","Address","City","State","ZIP","Home_Page
2	7,"DAVIS COPY & PRINTING","1028 BIENVILLE ST","DAVIS","CA","956
3	7,"DAVIS COPY & PRINTING","1028 BIENVILLE ST","DAVIS","CA","956
4	496,"MULTIMEDIA DESIGNS","1200 CONCORD AVE STE 120","CONCORD","
5	496,"MULTIMEDIA DESIGNS","1200 CONCORD AVE STE 120","CONCORD","

Cancel < Back Next > Finish

Ready

Start Search Res... BIS Downlo... DVBE Advo... Dispute Res... Microsoft ...

When you receive this prompt, click the "Next" button

Microsoft Excel - myfilename

File Edit View Insert Format Tools Data Window Help Acrobat

A1 = Ref_Number,"Firm_Name","Address","City","State","ZIP","Home_Page","Email","Phone","Fax","Bus_Type"
 "Cert_Type","Cert_Start_Date","Cert_End_Date","SIC_Code","SIC_Description"

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab ☐ Semicolon ☒ Comma ☐ Treat consecutive delimiters as one

☐ Space ☐ Other: Text qualifier:

Data preview

Ref_Number	Firm_Name	Address	City
7	DAVIS COPY & PRINTING	1028 BIENVILLE ST	DAVIS
7	DAVIS COPY & PRINTING	1028 BIENVILLE ST	DAVIS
496	MULTIMEDIA DESIGNS	1200 CONCORD AVE STE 120	CONCORD
496	MULTIMEDIA DESIGNS	1200 CONCORD AVE STE 120	CONCORD

Cancel < Back Next > Finish

Ready

Start Search Res... BIS Downlo... DVBE Advo... Dispute Res... Microsoft ...

Select the
"Comma"
box and
select
"Finish"

Microsoft Excel - myfilename

File Edit View Insert Format Tools Data Window Help Acrobat

A1 = Ref_Number

	A	B	C	D	E	F	G	H	I	J	K	L
	Ref_Num	Firm_Nam	Address	City	State	ZIP	Home_Pag	EEmail	Phone	Fax	Bus_Type	Cert_Typ
1	7	DAVIS CO	1028 BIEN	DAVIS	CA	95616		garven@pe	(530) 753-5734		SERVICE	DVBE
2	7	DAVIS CO	1028 BIEN	DAVIS	CA	95616		garven@pe	(530) 753-5734		SERVICE	DVBE
3	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
4	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
5	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
6	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
7	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
8	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
9	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
10	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
11	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
12	39774	PURPLE F2	SOTO G	DANA PO	CA	92629	www.purpl	jzdanowsk	(949) 496-	(949) 496-	SERVICE	DVBE
13	25527	KELCO CC	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
14	25527	KELCO CC	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
15	25527	KELCO CC	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
16	25527	KELCO CC	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
17	25527	KELCO CC	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
18	25527	KELCO CC	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
19	25527	KELCO CC	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
20	25527	KELCO CC	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
21	25527	KELCO CC	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
22	25527	KELCO CC	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
23	25527	KELCO CC	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
24	35937	SOURCEC	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-	(916) 484-	SERVICE	DVBE
25	35937	SOURCEC	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-	(916) 484-	SERVICE	DVBE
26	35937	SOURCEC	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-	(916) 484-	SERVICE	DVBE

myfilename

Ready Sum=1244689 NUM

Start Search Res... BIS Downlo... DVBE Adv... Dispute Res... Microsoft ...

Your results should be converted.

IF YOU WISH TO FILTER YOUR RESULTS TO CLEAR DUPLICATE RECORDS, FOLLOW THE STEPS BELOW.

Microsoft Excel - myfilename

File Edit View Insert Format Tools Data Window Help Acrobat

Sort... Filter AutoFilter Show All Advanced Filter...

Subtotals... Validation... Text to Columns... PivotTable and PivotChart Report... Get External Data Refresh Data

Highlight the first row, and select "Data" and "Advanced filter" from your toolbar.

Ref_Numb	Firm_Nam	Address	C	Fax	Bus_Type	Cert_Type
1	7	DAVIS CO	1028 BIEND			
2	7	DAVIS CO	1028 BIEND			
3	496	MULTIME	1200 CON C			
4	496	MULTIME	1200 CON C			
5	496	MULTIME	1200 CON C			
6	496	MULTIME	1200 CON C			
7	496	MULTIME	1200 CON C			
8	496	MULTIME	1200 CON C			
9	496	MULTIME	1200 CON C			
10	496	MULTIME	1200 CON C			
11	496	MULTIME	1200 CON C			
12	39774	PURPLE F2 SOTO G	DANA POICA			
13	25527	KELCO CC	480 SECO SAN FRANCA			
14	25527	KELCO CC	480 SECO SAN FRANCA			
15	25527	KELCO CC	480 SECO SAN FRANCA			
16	25527	KELCO CC	480 SECO SAN FRANCA			
17	25527	KELCO CC	480 SECO SAN FRANCA			
18	25527	KELCO CC	480 SECO SAN FRANCA			
19	25527	KELCO CC	480 SECO SAN FRANCA			
20	25527	KELCO CC	480 SECO SAN FRANCA			
21	25527	KELCO CC	480 SECO SAN FRANCA			
22	25527	KELCO CC	480 SECO SAN FRANCA			
23	25527	KELCO CC	480 SECO SAN FRANCA			
24	35937	SOURCEC	4210 MAS SACRAMECA			
25	35937	SOURCEC	4210 MAS SACRAMECA			

Ready Sum=1244689 NUM

Start Search Res... BIS Downlo... DVBE Advo... Dispute Res... Microsoft ...

PLEASE NOTE.

Duplicate records are created when a firm has multiple SIC codes or CSLB licenses and or if a firm has multiple certifications (SB and or DVBE)

By filtering out duplicates you may eliminate some SIC codes, CSLB Licenses or certification types. If being able to view all SIC codes or CSLB Licenses and or knowing all certifications a firm has is important to you, do not filter out duplicates.

Microsoft Excel - myfilename

File Edit View Insert Format Tools Data Window Help Acrobat

A1 = Ref_Number

	A	B	C	D	E	F	G	H	I	J	K	L	
	Ref_Num	Firm_Nam	Address	City	State	ZIP	Home_Pag	EEmail	Phone	Fax	Bus_Type	Cert_Typ	
1	7	DAVIS CO	1028 BIEN	DAVIS	CA	95616		garven@pe	(530) 753-5734		SERVICE	DVBE	
2	7	DAVIS CO	1028 BIEN	DAVIS	CA	95616		garven@pe	(530) 753-5734		SERVICE	DVBE	
3	496	MULTIME	1200 CON	CONCOR				s@	(925) 356-2	(925) 889-2	SERVICE	DVBE	
4	496	MULTIME	1200 CON	CONCOR				s@	(925) 356-2	(925) 889-2	SERVICE	DVBE	
5	496	MULTIME	1200 CON	CONCOR				s@	(925) 356-2	(925) 889-2	SERVICE	DVBE	
6	496	MULTIME	1200 CON	CONCOR				s@	(925) 356-2	(925) 889-2	SERVICE	DVBE	
7	496	MULTIME	1200 CON	CONCOR				s@	(925) 356-2	(925) 889-2	SERVICE	DVBE	
8	496	MULTIME	1200 CON	CONCOR				s@	(925) 356-2	(925) 889-2	SERVICE	DVBE	
9	496	MULTIME	1200 CON	CONCOR				s@	(925) 356-2	(925) 889-2	SERVICE	DVBE	
10	496	MULTIME	1200 CON	CONCOR				s@	(925) 356-2	(925) 889-2	SERVICE	DVBE	
11	496	MULTIME	1200 CON	CONCOR				s@	(925) 356-2	(925) 889-2	SERVICE	DVBE	
12	39774	PURPLE F2	SOTO G	DANA PO				sk	(949) 496-	(949) 496-	SERVICE	DVBE	
13	25527	KELCO CO	480 SECO	SAN FRAN				lcc	(415) 896-2	(415) 896-8	SERVICE	DVBE	
14	25527	KELCO CO	480 SECO	SAN FRAN				lcc	(415) 896-2	(415) 896-8	SERVICE	DVBE	
15	25527	KELCO CO	480 SECO	SAN FRAN				lcc	(415) 896-2	(415) 896-8	SERVICE	DVBE	
16	25527	KELCO CO	480 SECO	SAN FRAN				lcc	(415) 896-2	(415) 896-8	SERVICE	DVBE	
17	25527	KELCO CO	480 SECO	SAN FRAN				lcc	(415) 896-2	(415) 896-8	SERVICE	DVBE	
18	25527	KELCO CO	480 SECO	SAN FRAN	CA		94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
19	25527	KELCO CO	480 SECO	SAN FRAN	CA		94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
20	25527	KELCO CO	480 SECO	SAN FRAN	CA		94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
21	25527	KELCO CO	480 SECO	SAN FRAN	CA		94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
22	25527	KELCO CO	480 SECO	SAN FRAN	CA		94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
23	25527	KELCO CO	480 SECO	SAN FRAN	CA		94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
24	35937	SOURCEC	4210 MAS	SACRAME	CA		95821		info@soco	(916) 484-	(916) 484-	SERVICE	DVBE
25	35937	SOURCEC	4210 MAS	SACRAME	CA		95821		info@soco	(916) 484-	(916) 484-	SERVICE	DVBE
26	35937	SOURCEC	4210 MAS	SACRAME	CA		95821		info@soco	(916) 484-	(916) 484-	SERVICE	DVBE

Advanced Filter

Action:

☒ Filter the list, in-place

☐ Copy to another location

List range: \$A\$1:\$A\$59

Criteria range:

Copy to:

☒ Unique records only

OK Cancel

Ready Sum=1244689 NUM

Start Search Res... BIS Downlo... DVBE Advo... Dispute Res... Microsoft ...

When this prompt comes up, select "Unique records only".

Microsoft Excel - myfilename

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Your data is now filtered.